12 MAR 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT   : Savings through the Use of Computers

REFERENCE   : Your memo dtd 16 Feb 70, same subject

1. This is in response to referent memorandum and is for information
only. The information presented is keyed, to the extent possible, to the
three categories of information set forth in your memorandum.

2. Actually Saved Positions. Actual position savings were achieved
through the automation of the step increase certification and the control of
the receipt of fitness reports. This accounted for a saving of three posi-
tions in the Position Inventory Section of the Transactions and Records Branch
of the Control Division.

3. Assumption of a Heavier Workload. Computers have aided in keeping
the number of positions from increasing while at the same time providing
management with substantially more information on a more timely basis. One
way of showing this is through the numerous tools available to management
through the computer.

    a. The CIARDS Master Record System provides:

        (1) a five-year review tickler system on each employee with
    less than ten years Agency service;

        (2) a fifteenth anniversary review tickler system on each
    employee with less than fifteen years Agency service;

        (3) a mandatory retirement tickler system;

        (4) a tickler system for all participants who could con-
    ceivably complete more than 36 years 10 months of creditable
    service before mandatory age;

        (5) a tickler system for non-permanent disability retire-
    ments who need to be recalled annually for physical examinations;

        (6) a tickler system on children survivors to determine
    their continued eligibility after age 18 to receive annuities; and

        (7) a tickler system for all annuitants who had military
    service under social security.

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b. The CIARDS Actuarial System provides the data base needed for the operation of the actuarial system for the use of the U. S. Government Actuary, as required by Public Law 88-643, Section 261. The actuarial report series are mathematical tabulations of cases in selected categories and are used to prepare the narrative actuarial valuation of the CIA Retirement and Disability System.

c. In addition, a report series is produced which provides detailed statistical projections covering a 50 year period of future activity in the CIA Retirement and Disability System.

d. What automation has done for the CIA Retirement and Disability System was shown in considerable detail. Other areas in which the computer has lightened the workload to a greater or lesser degree is shown in the following reports:

(1) NTE (Not to Exceed) identified terminal date of PRA's, LWOP's, Reserve and Temporary Appointments, Details In and Out;

(2) Career Trainee and former Career Trainee master record containing 32 listings and tabulations;

(3) average salaries;

(4) time in process of applicants before EOD or cancellation;

(5) PSI notification and number of PSI's, QSI's, and LPSI's that have been awarded;

(6) Clandestine Service Qualifications and Home Base Registers;

(7) series of 30 reports used in making projection and advanced staffing plans;

(8) average age and grade studies;

(9) call-up and delinquency listings for Fitness Reports;

(10) call-up and delinquency listings for Qualifications Update;

(11) monthly report of collections, payroll deductions, payments to underwriter and advance money on UBLIC, WAEPA, and Contract Life and Dread Disease;

(12) monthly payment due reminders on UBLIC, WAEPA, and Contract Life;

(13) listings every 28 days by Alpha and Policy number of all federal hospitalization policy holders showing policy number, employee number, name, code and effective date;

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(14) annual premium payment books on UBLIC, WAEPA and Contract Life;

(15) quarterly listing of employees who have completed ten or more years of federal service;

(16) annual listing of employees who complete 10, 15, or 20 years of CIA service between 19 September and 18 September of the following year;

(17) monthly, semi-annual and annual listings of new claims and compensation cases for employees and dependents;

(18) monthly cumulative listings of advances for medical claims;

(19) annual cumulative listings of claims and compensation cases for employees and dependents from 1956 through the current year;

(20) Agency Qualification Registers;

(21) Agency Language Registers; and

(22) eighteen monthly reports for use in the management of contract personnel.

The above are some of the more important reports that have been programmed in recent years.

e. The number of automated reports increased from 180 in 1960 to 684 in 1970. This heavier workload of ordering and distributing these reports has been absorbed by the Statistical Reporting Branch of the Control Division. The help these reports provide has been offset in this Branch by the assignment of additional duties such as daily, weekly, and monthly ceiling controls; placement progress reports; data for retirement projections and advance staffing plans; overseas service record keeping and reporting; minority and nepotism studies; women employed in higher grades; Career Service Grade Authorization compilations; assistance to SIPS; and BALPA and OPRED accounting. The number of positions in the Statistical Reporting Branch has remained constant during this period at the same time the workload has increased as above.

4. Ability To Do Things Otherwise Unable To Do. The response to each of the three categories overlap. The term "could not be done otherwise" must be considered in a context of manpower. All computer reports currently produced

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by computer could be provided by manpower. While it is very difficult to determine the additional manpower that would be required, the following estimates have been made:

Contract Personnel Division
Benefits and Services Division
Retirement Affairs Division
Control Division

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/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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